



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
STATE SUPERINTENDENT

May 7, 2015

**MEMORANDUM**

TO: Local and Intermediate School District Superintendents  
Public School Academy Directors and Authorizers  
Career and Technical Education Administrators

FROM: Linda Forward *Linda Forward*  
Interim Deputy Superintendent, Education Services

SUBJECT: Responsibilities Under Title IX

The United States Department of Education (USED), Office of Civil Rights (OCR) recently released a Dear Colleague Letter guidance, in regards to the requirements of all local education agencies, schools, colleges, and universities receiving Federal financial assistance to designate at least one employee as the Title IX Coordinator. This person is responsible for ensuring compliance with all responsibilities under Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education programs and activities. The Dear Colleague Letter can be accessed on the USDE/OCR website at:  
<http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201504-title-ix-coordinators.pdf>.

The Title IX Coordinator must be reported to the USED/OCR through the Civil Rights Data Collection (CRDC) system at: <http://ocrdata.ed.gov/>. Questions about the CRDC system should be directed to the CRDC Partner Support Center by telephone at 844-338-2732 or email at [crdc@sanametrix.com](mailto:crdc@sanametrix.com).

The Title IX Coordinator must also be reported to the Michigan Department of Education (MDE) in the Registry of Educational Personnel (REP) through the Center for Educational Performance and Information (CEPI) at:  
<https://cepi.state.mi.us/rep/>. Instructions for completing the Title IX Coordinator designation can be accessed at:  
[http://www.michigan.gov/documents/cepi/REPDataDescriptions\\_Fall\\_2015\\_487475\\_7.pdf](http://www.michigan.gov/documents/cepi/REPDataDescriptions_Fall_2015_487475_7.pdf).

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In addition to reporting the Title IX Coordinator to the USED and the MDE, the role of the Title IX Coordinator must be visible to the school community. Specific guidance can be found in the Dear Colleague Letter from USED/OCR. Also on the USED/OCR website, Title IX Coordinators can access a letter to [Title IX Coordinators](#) and a [Title IX Resource Guide](#) at: <http://www2.ed.gov/policy/rights/guid/ocr/title-ix-coordinators.html>.

If you have any questions about Title IX legislation or completing the Title IX designation in the REP, please contact the MDE, Title IX Coordinator, Elizabeth Collins, at 517-241-2091 or [collinse2@michigan.gov](mailto:collinse2@michigan.gov).

cc: Michigan Education Alliance